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**CHECKLIST & TABLE OF CONTENTS**

**APPLICANT:** Middletown, Town of

**NAME OF SUSTAINABLE COMMUNITY:** Town of Middletown

**Please review the checklist of attachments and furnish all of the attachments that are applicable. Contents of the notebook should be tabbed and organized as follows:**

- ☐ **TAB #1     Applicant Information**
- ☐ **TAB #2     Sustainable Community Baseline Information - In addition to hard copies of the project location map, a detailed listing of parcels (i.e. Parcel ID Numbers) that form the project boundary should be included. Maps should also be submitted in electronic GIS form (shape file). If you have additional comments or questions, please contact Brad Wolters, Senior GIS Specialist, DHCD, wolters@mdhousing.org.**
- ☐ **TAB #3     Local Capacity to Implement Plans & Projects: Attach Sustainable Communities Workgroup roster noted in Section III**
- ☐ **TAB #4     Sustainable Community Plan**
- ☐ **TAB #5     Progress Measures**
- ☐ **TAB #6     Local Support Resolution**
- ☐ **TAB #7     Signed Sustainable Community Application Disclosure Authorization and Certification**

**All documents on this checklist are mandatory.  
Failure to provide the requested document will automatically deny your application.**

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**I. SUSTAINABLE COMMUNITY APPLICANT INFORMATION****Name of Sustainable Community:** Town of Middletown

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**Legal Name of Applicant:** Middletown, Town of

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**Federal Identification Number:** 52-6003394

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**Street Address:** 31 West Main Street

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<b>City:</b> Middletown	<b>County:</b> Frederick	<b>State:</b> MD	<b>Zip Code:</b> 21769
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<b>Phone No:</b> 301-371-6171	<b>Fax:</b> 301-371-6474	<b>Web Address:</b> www.middletown.md.us
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**Sustainable Community Contact For Application Status:**

<b>Name:</b> Cynthia Unangst	<b>Title:</b> Staff Planner
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<b>Address:</b> 31 West Main Street	<b>City:</b> Middletown	<b>State:</b> MD	<b>Zip Code:</b> 21769
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<b>Phone No:</b> 301-371-6171 x13	<b>Fax:</b> 301-371-6474	<b>E-mail:</b> cunangst@ci.middletown.md.us
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**Person to be contacted for Award notification:**

<b>Name:</b> Cynthia Unangst	<b>Title:</b> Staff Planner
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<b>Address:</b> 31 West Main Street	<b>City:</b> Middletown	<b>State:</b> MD	<b>Zip Code:</b> 21769
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## **II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

Through this section, applicants will demonstrate that trends and conditions in homeownership, property values, employment, commercial and residential vacancy, community facilities and infrastructure, natural resources, the local business and residential districts show a need for new or continued revitalization reinvestment. Demographic data and trends provided by Applicants should support the choice of the proposed Sustainable Community Area boundary and help form a basis for needs and opportunities to be addressed through the initiatives and projects described in the Sustainable Community Action Plan (Section IV).

POINTS IN THIS SECTION WILL BE AWARDED BASED ON THE SC AREA'S NEED FOR REINVESTMENT AS EVIDENCED BY THOROUGH DESCRIPTIONS OF CURRENT CONDITIONS OR TRENDS (and will not be based upon current or planned revitalization activities which will be covered in Section IV).

### **A. Proposed Sustainable Community Area (s):**

**County:** Frederick

**Name of Sustainable Community:** Town of Middletown

**Include boundary descriptions and a map of the Sustainable Community. In addition to hard copies of the of the project location map, a detailed listing of parcels (i.e. Parcel ID Numbers) that form the project boundary should be included. If possible, maps should also be submitted in electronic GIS form (shape file). If you have additional comments or questions, please contact Brad Wolters, Senior GIS Specialist, DHCD, [Wolters@MdHousing.org](mailto:Wolters@MdHousing.org)**

There are 692 parcels with acreage of 712.43 acres that make up the SC Area. The SC Area was derived from the inclusion of the National Register Historic Districts, the parcels that front the National Road (Alternate 40A) and the parcels within the Catoctin Watershed that are within the town limits.

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**II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

Approximate number of acres within the SC Area: 712 acres

Existing federal, state or local designations (check all that apply):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Community Legacy Area  | <input type="checkbox"/> Designated Neighborhood                        |
| <input checked="" type="checkbox"/> Main Street  | <input type="checkbox"/> Maple Street                                   |
| <input type="checkbox"/> Local Historic District   | <input checked="" type="checkbox"/> National Register Historic District |
| <input type="checkbox"/> A & E District  | <input type="checkbox"/> State Enterprise Zone Special Taxing District  |
| <input type="checkbox"/> BRAC  | <input type="checkbox"/> State Designated TOD                           |
| <input type="checkbox"/> Other(s): <u>Heart of the Civil War Heritage Area, National Scenic Byway, The Journey Through Hallowed Ground</u><br><u>Heritage Area, Historic National Road</u> |   |

## **II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

### **Prior Revitalization Investments & Smart Growth:**

**(a) List and describe any significant State and local smart growth or revitalization related program investments (for instance, Community Legacy or SC Rehab Tax Credit) that have been invested in the Area since the launching of Maryland's Smart Growth initiative and programs in 1997 (including Housing investment). What impact have these investments made in the community? (Answer Space 4,000 characters)**

- Water System Improvement & Water Tank 1997 – \$1,750,000 - This project was the construction of a water storage tank and water system line and hydraulic improvements. DHCD provided a loan for the project which improved the Town fire rating from a D to a B and significantly lowered the insurance cost to property owners.
- East WWTP & Pump Station Upgrade 1999 - \$2,350,000 - This project provided the necessary additional sewer capacity to allow for growth within the PFA of Middletown. MDE provided a \$50,000 grant and a \$2,300,000 loan. The project improved the overall quality of the Town's treated effluent to the receiving streams. In addition, the East WWTP sends its treated effluent to the adjacent golf course for irrigation which allows the Town not to discharge to the streams during the summer months when streams are the most sensitive.
- Source Water Development 2002-2008 - \$1,870,560 - This project was the development of new water sources for the growth within the PFA of Middletown. The new water sources were identified with Wellhead Protection in mind to protect the source water. This project was funded by the Town's Water & Sewer Enterprise Fund, which has provided for the water needs of the Town, both residential and commercial.
- East Green Extension 2006 - \$453,645 - This project completed a section of roadway that provides an alternate parallel route other than Main Street. This was both for traffic improvement and safety. This project was funded by a DHCD loan and the Town's General Fund. With the completion of this road segment, the Town is able to close Main Street for events such as Heritage Weekend since we now have a safe detour route for traffic. Heritage Weekend is the signature event of the Town and draws crowds of over 50,000 people for the day.
- Community Legacy 2008 – Streetscape Elements - \$103,500 - This project installed one element of the Streetscape Project that was placed on hold by SHA. With the grant, the Town installed the future lights for the downtown business section. The lights contain banner arms where the Town displays holiday and events along the street. In addition, all the many street signs and traffic control signs were upgraded to a matching style to add to the downtown look.
- Main Street Waterline Upgrade 2012 - \$185,665 (Multiple Phase Project with Future Phases) - This project makes upgrades to the existing 1893 waterline on Main Street. This is funded by the Town's Water & Sewer Enterprise Fund. It's primary purpose is to provide improved fire flow protection to the downtown. This will allow commercial properties to have the appropriate fire flow for sprinkler systems as required by code and for safety.
- Walnut Street Bridge, Waterline, and Street Replacement 2013 - \$495,000 - This project replaced a 1910 road bridge which was in poor condition. This was funded with the Town's General Fund and the primary purpose was for vehicular and pedestrian safety.
- Natural Gas Line Installation 2013 - \$745,780 - This project provided natural gas to the school complex in Middletown (High, Middle and Elementary). This upgrade provides enormous savings to the schools and was funded by the Frederick County School System. The Town provided the necessary easement across Town property to reduce the cost of running the line down Main Street. In addition, the Town added a walking/biking trail atop the buried natural gas line as an element to promote access to the recreation facility and Remsburg Park.
- Commercial Property Rehabilitation Tax Credit Program - 2013

All of these projects were major infrastructure improvements to provide the necessary water, sewer, safety, transportation, and beautification to promote the revitalization of the downtown core historic district.

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## **II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

**(b) Describe any existing barriers to Smart Growth that may affect your jurisdiction or the proposed SC Area. For instance, does your area have higher development fees than outer “cornfields”?**

*(Answer Space 4,000 characters)*

- Limited access to income-based grant programs due to Middletown's median household income
- High construction costs that are too difficult for a smaller population to bear
- Stormwater management requirements for redevelopment of downtown properties
- Limited allocation of water resources
- Limited parking availability
- Lack of lodging, hotel and/or motels

## **II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

### **B. Community Conditions: Strengths and Weaknesses**

**(1) Describe the strengths and weaknesses in the proposed Area's existing built environment. For example, what is the condition of housing? Are there underutilized historic buildings and cultural places? What is the condition and availability of community parks and recreational assets? Are there transportation assets? What is the current condition of community infrastructure such as roads and lighting? (Answer Space 4,000 characters)**

#### **Strengths – Built Environment:**

- The National Register Historic District is the core of the SC Area. It includes a collection of buildings dating to the mid 1700's, on a streetscape that is remarkably intact architecturally.
- The general condition of housing in the SC Area is first-rate.
- Nearly 18% of housing was built before 1940.
- Predominate housing type is single-family detached house, however there is a significant mix of other dwelling types as well – apartments, townhouses and duplexes.
- SC Area also includes the Historic National Road within the town limits, one of the County's earliest toll roads.
- Historical past of the Town is easily recognized to the casual observer.
- Evidence of past is seen throughout Town with its early development as a turnpike town.
- There are several alleys that connect Main Street with West Green Street and Washington Street, creating potential to connect the Main Street commercial areas with the commercial and residential uses along those parallel streets.
- Parkland resources available to residents consist of municipal parkland, Board of Education land and adjacent County parkland.
- Several parcels within developments have been reserved as open space for recreational uses. Within the SC area, the breakdown of open space is as such: Elm Street Pocket Park (on West Main Street)-0.003 acres; Memorial Park (5.46 acres); Wiles Branch Park (25.386 acres); North Pointe Tot-Lot (0.002 acres); Cone Branch Pocket Park (1.35 acres); North Pointe Park (9.2 acres); and Jefferson Village Green area (2.35 acres).
- Based on State's ratio of 30 acres per every 1,000 people, no additional recreation land required by 2030 to serve additional demand as a result of projected increased population.
- Condition of parkland within the SC Area is well-maintained by Town staff.

#### **Weaknesses – Built Environment:**

- Many historic buildings in Town; despite some recent redevelopment success, still have underutilized and unused buildings in need of renovation.
- Many older streets in Town are approaching, or have past, their usable life and need renovation.
- High traffic volumes and need for alternate route around Town to alleviate traffic on Main Street are not only problems in Town.
- Older streets are narrower than what would be required under current standards.
- Narrow roadways with historic structures close to the roads have also created pedestrian safety needs.
- Over and above roadway infrastructure concerns in the Town is the issue of aging water lines in the downtown section of Town and other aging water-related infrastructure.

## **II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

**(2) Describe the Area's land use/zoning make-up (residential, commercial, industrial, and mixed-use). Is the current land use or zoning conducive to revitalization investment? (Answer Space 4,000 characters)**

- Developed similarly to many small towns with a mixture of residential and commercial buildings along main intersecting streets.
- Most commercial activity concentrated along West Main Street which is considered the town commercial district (TC).
- Residential development predominated on edges of TC and on surrounding parallel streets.
- More recent development includes residential on east and west edges of Town, with shopping center on eastern edge of Town.
- Town Commercial district would be conducive to revitalization investment for either housing or commercial use.

Land Use:

- Existing land use is predominately residential.
- Primary locations of commercial activity include downtown area and Valley Shopping Center on eastern edge of Town.
- Downtown commercial uses are interspersed with residential and institutional uses.
- Public and semi-public land includes churches, cemeteries, schools and other institutional or non-profit land holdings.
- Open space/recreation and parkland is approximately 42% of land in the SC Area.

Zoning Districts:

- Eight zoning districts in use – four residential districts, three commercial districts and an open space district.
- Largest zoning district in terms of land area is the OS Open Space district which includes the Hollow Creek Golf Course along Old National Pike.
- Second largest in terms of land area in the SC Area is the R-1 Residential zone which includes about 116 acres (16% of land area in SC Area).
- Overlay district added to Code in 2008 is known as the Neo-Traditional Residential Overlay District which can be overlain only on R-3 zoning district and provides for smaller setbacks and inclusion of alleys with greater design guidelines than other residential districts.
- Town Commercial district was created to address flexible needs of promoting a viable downtown atmosphere; use of zone was implemented upon the closing of more than a dozen traditional commercial establishments located within one block of Town Square. These changes and practices have generated numerous new businesses, but the fact remains that there are still empty storefronts in the downtown area.

Comprehensive Plan Concepts:

- Overriding concepts are: for Town to be the focus for development in the Region; that Middletown remains an identifiable and distinct community.
- Development should be located in and around existing communities where public facilities and services are in place to serve new development, and where these communities already have a sense of identity and community focus.
- Goals reiterate the importance of revitalization to the community and the zoning in place in the downtown area reflects this interest.



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## **II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

**3) Describe strengths and weaknesses in basic features of community quality-of-life. For instance, is crime an issue for this SC Area? What is the condition and quality of educational choices available to the community? Are artistic, cultural, or community resources, events or facilities within or accessible to residents in the proposed SC Area? (Answer Space 4,000 characters)**

**Strengths:**

- Schools are among the best not only in the County, but in the State as well. Consistently ranked near the top within the State of Maryland.
- Low crime rate, excellent schools, affordable homes, and recreational and community resources of the area have contributed to the high rate of growth in recent years. Most of the growth has been new subdivisions to the east and west of Middletown's downtown core.
- Cultural and heritage elements in, and adjacent to, Middletown include the Central Maryland Heritage League and the Lamar Heritage and Cultural Center.
- The Town also is home to several churches, veteran's and service organizations, and a historical society.

Main Street Designation - Middletown was established as a Main Street Town in 2008. This project was funded by the Town's General Fund. The Town pursued this designation to help promote business growth within the Town.

**Weaknesses:**

- Circumstances that have deterred the potential for redevelopment of the downtown area include: traffic, parking, building code, historic significance, location and price.
- Traffic at the main intersection in Town has increased by 300% in the recent past, with over 65% being non-local.
- Several parking lots have been established to the rear of various businesses, but are mainly utilized under private authority.
- Many of the downtown structures to be redeveloped are over 100 years old, creating concerns on multiple levels for prospective purchasers.
- Competing interest of commercial development, which continues to occur on the municipal fringes at a more inviting cost.

## **II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

### **C. Natural Resources and Environmental Impact: Strengths and Weaknesses**

**(1) Describe the strengths and weaknesses of the community's "natural environment." in or near the Sustainable Community Area. What is the current condition of key natural resources - lands, air, water, watersheds, tree canopy, other? If the community is located in a coastal zone, what risks might the community be subject to associated with climate induced sea level rise? (Answer Space 4,000 characters)**

Strengths of natural environment:

- Middletown is fortunate to have physical characteristics with minimal constraints on development.
- Catoctin Creek watershed contains 121 square miles and drains 78% of Middletown Valley.
- Soils have been mapped and categorized in Frederick County Soil Survey; breakdown of soils indicate nearly 70% of land in Middletown is Class I and II soils which are the two best agricultural soil types.
- There are a few town parks located within the SC Area. The Elm Street Pocket Park (0.003 acres) contains benches and landscaping. Memorial Park (5.46 acres) contains a softball field, basketball and tennis courts, pavilions, and a tot lot. Wiles Branch Park (25.386 acres) contains basketball courts, a tot lot, trails, pavilions, bathrooms, and a multi-purpose field. The North Pointe tot-lot is 0.002 acres. The Cone Branch Pocket Park (1.35 acres) contains a gazebo, benches and lighted paths. North Pointe Park (9.2 acres) contains a walking path, and a pond. The Jefferson Village Park (2.35 acres) contains a trail, benches, tot lot, grill and landscaping.

Weaknesses of natural environment:

- Most of the SC Area is typical of an urban setting that has been in existence since the 1700's. With the dense development pattern of buildings along the National Road, combined with the invention of the automobiles led to a minimal amount of pervious surfaces along the Main Street in Town. It can be argued that the lack of street trees along Main Street within the downtown area is a weakness since there is no shading of the street or of the adjacent parking along one side of the street.

## **II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

**(2) Describe the strengths and weaknesses of any current efforts to reduce the community's "carbon footprint" or impact on the environment. Is recycling (commercial or residential) available to minimize waste? Are there current efforts to encourage the purchase and availability of fresh local food and other local products and services to the community? Describe any current energy or water conservation efforts that may be underway. If the community has not implemented one of the above initiatives, has the community identified a need or interest to pursue these or other efforts to reduce environmental impact, for instance through the new Sustainable Maryland Certified initiative? (Answer Space 4,000 characters)**

Because the Town of Middletown is a groundwater system, i.e. water from wells, we are limited with the type of hydrology we rest upon for water. The rock below the Town does not yield high sustainable wells. This makes water source development expensive. Couple that with the limited number of customers to spread that cost across and it is extremely difficult. The Town has instead focused on a Water Conservation Program. This program has reduced average daily consumption by residents from 250 gpd to 179 gpd in conjunction with our leak detection program and radio read water meters which has allowed the Town to consistently reduce yearly demand.

Sustainability objectives:

- Continuation of rain barrel partnership with Interstate Commission on the Potomac River Basin and Chesapeake Bay Trust along with investigation of other sustainable stormwater management practices.
- Promotion of Frederick County's single stream recycling program for residents and development and enhancement of government and business recycling programs.
- Reduction of water consumption and wastewater production through enhanced water reuse programs and low-flow technologies.
- Continuation of the use of brown biodegradable paper bags to all Town residents as part of its Yard Waste collection program that eliminates yard waste from the municipal solid waste disposal stream.
- Continuation of the Middletown Farmer's Market which has been in existence for years which gives area farmers, bakers, etc. the opportunity to sell their products, and provides area residents with the chance to purchase fresh, healthy food in close proximity to their homes.
- The Town has recently undertaken the installation of new lighting in Town-owned buildings which will save on electrical costs for the town.

Water consumption efforts:

- Water consumption by individual households in Middletown is below the national average, yet opportunities exist for further reductions in daily water use.
- Households, businesses, and institutions can reduce consumption by installing water efficient landscaping, rain barrels, low flow bathroom fixtures, gray water systems, and plumbing retrofits to older homes.
- Widespread education and outreach efforts on benefits of water conservation have proven to reduce water use in a community.
- Conservation is especially important during summer months when demand is high and supplies are low, which is something that has been shown to be effective in Town by reviewing historical water usage over the past 10 years.
- Middletown's Municipal Code includes an ordinance on water use restrictions for water conservation purposes. Under the regulations, watering of lawns or grassy areas of property is prohibited at any time between the hours of 9:00am and 6:00pm during the least restrictive periods of water use under the water conservation public alert system. The public alert system consists of three levels – red, yellow and blue – for which there are varying water conservation measures.
- The Town posts tips to prevent water waste on its website, and sends out water conservation information with water and sewer bills.
- A tiered rate billing system is used for residential water and sewer customers, which was put in place in 2001 as an incentive for customers to reduce their water consumption.

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## **II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

**(3) Describe the strengths and weaknesses of the jurisdiction's current stormwater management practices and how these may affect the proposed SC Area. Is redevelopment and retrofitting of infrastructure an issue or opportunity in this SC Area? Stormwater runoff is a significant source of pollution to Maryland's streams and the Chesapeake Bay. Buildings constructed before 1985 have little or no stormwater controls, and development between 1985 and 2010 have some controls. Updated stormwater regulations passed by Maryland's General Assembly in 2010 require that development and redevelopment projects utilize stringent stormwater controls. Sustainable Community Areas may have opportunities for redevelopment practices that can reduce stormwater flows. (Answer Space 4,000 characters)**

Middletown has a very unique stormwater management element for its SC Area. The entire downtown historic core district drains to one location, Tanner's Branch. This provides both a strength and weakness. The primary strength is with one location for all stormwater runoff, it provides an opportunity to treat runoff at one location. The weakness is that Tanner's Branch crosses many different property owners and makes development of a comprehensive stormwater management plan difficult.

The Town is currently working with the State Highway Administration (SHA) with Streetscape. This project is funded for design by SHA and includes major storm drain improvements. Working together with our property owners, both business and residential, and SHA, the Town wants to develop stormwater design to improve the quality of the storm runoff that enters the streams that ultimately make it to the Chesapeake Bay. A Sustainable Community designation would help provide avenues to both the Town and property owners to help make these changes a reality.

## **II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

### **D. Economic Conditions & Access to Opportunity: Strengths and Weaknesses**

**(1) Describe the jurisdiction's current economic strengths and weaknesses. For example, are there distinct economic drivers in the area or region that will affect access to job opportunities and the progress of the SC Plan? What are the main barriers to the Area's economic competitiveness? What is the current level of broadband access available to serve residents, businesses and public facilities? What efforts are currently in place to increase worker skills and employment? Describe trends in employment rates and business formation.**

*(Answer Space 4,000 characters)*

Strengths: One of Middletown's most obvious strengths is its central location. It is located in central Frederick County, Maryland along US 40 Alternate/Maryland National Pike and MD 17 bisects the community. In addition, it is centrally located to the larger metropolitan areas of Baltimore and Washington DC, via I-70 to Baltimore and I-270 to Washington DC, both locations approximately 50 miles away. Furthermore, Middletown is convenient to Frederick City, Hagerstown, Gettysburg, Pennsylvania, Harpers Ferry, West Virginia and Leesburg, Virginia.

Surrounding Middletown proper is the agricultural-rich Middletown Valley.

With easy access to so many other suburban centers, along with the natural beauty of the mountains and agricultural rich valley surrounding the town, Middletown a very attractive place to live and work. Moreover, because of the high quality public education, families are eager to call Middletown home.

Other economic strengths of Middletown include its mix of businesses, some of which have been in operation for almost 100 years, including Gladhill Furniture, Donald B. Thompson Funeral Home, and the Middletown Valley Bank. The Main Cup is one of the most successful businesses in Town, having won acclaims on Trip Advisor, and numerous "Best-Of" contests. Just outside of the Sustainable Community, businesses with a regional pull include Hollow Creek Golf Course, Safeway, South Mountain Creamery and Orchid Cellar Winery. South Mountain Creamery has home delivery service provided to customers in Baltimore and Washington DC, while Orchid Cellar Winery is a boutique winery, selling mead using centuries old recipes. Middletown is even thriving in the tougher economic times because of the healthy mix of old and new businesses, mix of service and retail, and one-of-a kind, or destination places to visit.

Middletown's rich history, beautiful setting, and role it played in the Civil War Battle of South Mountain also make Middletown a tourist destination. Tourist attractions in town include the Middletown Valley Historical Society and the Central Maryland Heritage League. Just outside of town is the nearby South Mountain Battlefield, Appalachian Trail and the Moran Museum.

Barriers: One of the main barriers to the area's economic competitiveness is the age of some of the Town's infrastructure. Other barriers include the lack of a overnight lodging within the Town's limits. The local historical attractions are volunteer-led and have seasonal hours.

Broadband access: According to [www.mdbroadbandmap.org](http://www.mdbroadbandmap.org), over 98% of Middletown has access to cable, mobile web, DSL, and Satellite. From the Middletown Town offices, there was a recorded download speed of 36.9Mbps and upload speed of 27.2.

Employment trends: Business formation in Middletown has been on the upswing in 2012 with the opening of the Asian Café, DeJa New Clothing Consignment, Maggie's Bake Shop, Main Street Groomers (dog groomers), Earthsong Music, and Taylor Properties Real Estate office. In 2013 two businesses have opened, the Right-A-Way Powder Coating, and Rock Star Fitness. Business expansions include the Main Cup, Mountain Spirit Yoga, Pioma Pilates, and Valley Tax.

An existing private school relocated from Buckeystown to Middletown in August of 2012.

There are two commercial properties that are currently in the planning stages of development. The first is the rehabilitation of a barn and hardware store to open a restaurant, and preserve the heavy timbers of the older barn to form small specialty vendor space. On the edge of Town, a large-scale development is being proposed with several drive-through structures and smaller and has room to offer one-to-three businesses.

Three businesses closed in Middletown in 2012 and one has closed in 2013.

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## **II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

**(2) Describe the jurisdiction's housing market and access to affordable workforce housing. What are the trends in residential construction (rental and homeownership), homeownership rate, foreclosure rate and, property values. Describe how and whether your jurisdiction's prevailing housing costs - both homeownership and rental - are affordable to households below 120% AMI, 80% AMI and 50% AMI. What efforts are in place currently to house individuals, families and the disabled at or below the AMI levels described above? (Answer Space 4,000 characters)**

Middletown is located in the western portion of Frederick County, approximately 57 miles from Washington DC and Baltimore. Many residents make the commute to these areas daily. The Town has a low tax rate and excellent public schools and is a highly desirable area to live. Because of the demand to live in Middletown, the cost of housing is expensive. Middletown has very limited affordable workforce housing. Median sales price for a home in Middletown is \$330,000. Ownership is high, estimated at approximately 88% and limited rental areas.

Middletown has a variety of housing stock from stately historic mansions, to multi-family rental complexes. The most recent residential construction has been for single family residences with a portion of the neighborhood dedicated to residences built with the 55 and older population in mind. A large majority of housing units in Middletown are owner-occupied and less than 5% of the housing is rentable living space within the Sustainable Community area. The Town is working with developers to include a portion of a future housing project as affordable. This is a work in progress and no legislation has been passed. The Burgess and Commissioners are hoping to get an agreement with developers rather than enact requirements.

## **II. SUSTAINABLE COMMUNITY BASELINE INFORMATION**

**(3) Describe the SC Area's demographic trends (with respect to age, race, household size, household income, educational attainment, or other relevant factors). (Answer Space 4,000 characters)**

- During the past several decades, Middletown has experienced a dramatic change in demographic and economic make-up of the community. To address these changes, local officials have utilized various planning initiatives in an attempt to preserve the Main Street character and rural ambience of the Town for the ever-growing local population to enjoy.
- Most apparent demographic and economic changes that have occurred include those affecting homeownership rates, property values, commercial and residential vacancy rates and investments, and household income. Much of this information serves as the basis for changes that have been implemented in the planning process of the community, through update of the Comprehensive Plan, as information has become available.
- As the number of households in the town as a whole has increased from 981 in 2000 to 1,484 in 2010, population has also increased from 2,668 to 4,136 persons in the past ten years, giving a total person per household change from 2.72 to 2.79.
- Individual characteristics of the community have remained relatively stable despite the change in total population. This includes male to female ratio of 49:51, as well as the level of ethnic diversity.
- Age distribution appears to show a slight decrease in teenage population offset by an incline in percentage of senior citizens over the past 10 years.
- Middletown is composed mostly of whites with a ratio of roughly 90%.
- Household size is 2.87 for owner-occupied dwellings and 2.4 for renter-occupied dwellings. Owner-occupied household size is greater in Middletown than in the County (2.7). The average household size is 2.79 which is larger than state average of 2.61 and US state average of 2.58. Average family size in Middletown (3.16) is also larger than the state (3.15) or the US (3.14).
- Median household income is \$107,321 which is higher compared to other municipalities in the County.
- 34% of adults 25 years of age and over have a bachelor's degree; 20% have a graduate or professional degree; and 5% have an associate degree; in contrast, 48% of individuals in Middletown had a college education in 1990.
- 1% of children under 18 live in poverty, while 8% of households headed by women live in poverty.
- Change in demographics for residential areas has changed the necessity for commercial growth to meet local demands. In an attempt to control commercial proliferation, the Town has limited, through annexation, the amount of commercial growth being introduced outside of the existing commercial core. Of 693 acres annexed for development, since 1972, only 7% have been zoned for commercial purposes. This planning practice has been used as an incentive for redevelopment of larger business structures and vacant commercial property, within the downtown area, that once served as the primary employment base for the Town.

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### **III. LOCAL CAPACITY TO IMPLEMENT PLANS & PROJECTS**

#### **A. Organizational Structure:**

**Describe the Applicant's organizational structure. Specifically, which organizations are members in the Sustainable Communities Workgroup and who are the respective staff? Who are the leaders, and how will the Workgroup advisor or staff manage implementation of the SC Area Plan? (Answer Space 4,000 characters)**

The Town of Middletown government consists of the legislative branch – the 5-member Board of Commissioners, and the administrative branch, represented by the Burgess. The daily management of the town functions and items such as preparation of the budget are the responsibility of the Town Administrator.

The Sustainable Communities Work Group members are:

Cindy Unangst – Town Planner and Zoning Administrator

Becky Reich – Main Street Manager

Drew Bowen – Town Administrator

John Miller – Burgess of Middletown

Jim Nicholson – SC Area business owner

Ann Miller – SC Area business owner

Chris Goodman – Town Commissioner and Planning Commission liaison

Once the Sustainable Communities application has been approved, the Town Administrator will advise the Town Board regarding how to apply for projects within the appropriate programs, such as the Community Legacy Program, that would help achieve the goals specified within the SC Plan. Work Group members (and other participants) would be called upon as needed to participate in the application process and/or to implement the plan.



### **III. LOCAL CAPACITY TO IMPLEMENT PLANS & PROJECTS**

#### **B.Organizational Experience:**

**Describe the Applicant organization's past experience in administering revitalization plans and projects. Describe the roles of the members of the Sustainable Communities Workgroup, including their experience in implementing revitalization initiatives. What are the strengths and challenges of the capacity of these groups with respect to implementation of the SC Plan? *(Answer Space 4,000 characters)***

The Town of Middletown Town Administrator has extensive experience in administering infrastructure rehabilitation and construction plans. The Town Planner has spent a major part of her career working for municipalities and has been involved in writing grants in the past. The Main Street Manager has a professional interest in the revitalization of downtown business and the preservation of historic properties. The skills of the entire group, which includes local business owners and town residents, will be a tremendous asset to implementing the Sustainable Communities Plan.

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### **III. LOCAL CAPACITY TO IMPLEMENT PLANS & PROJECTS**

#### **C. Public Input:**

**How did residents and other stakeholders in the community provide input to Action Plan described below in Section IV?** *(Answer Space 4,000 characters)*

The Town Administrator presented a Power Point presentation with background regarding the Sustainable Communities Program and information regarding how the boundaries were established. The town meetings are covered by the press and information about the program and application was published in two local papers. There was opportunity for the public to speak at the meeting; however, no one chose to do so.

There have been occasions at town meetings when members of the community have voiced opinions regarding the need for upgrades within the SC Area and the town in general, particularly with regard to the aging water infrastructure, sidewalk repair needs, and the amount of traffic traveling thru town.

#### **IV. SUSTAINABLE COMMUNITY ACTION PLAN**

The Sustainable Community Action Plan (SC Plan or Plan) is meant to be a multi-year investment strategy - a strategic set of revitalization initiatives and projects that local partners believe will increase the economic vitality and livability of their community, increased prosperity for local households and improved health of the surrounding environment. The Plan should be flexible enough to be updated regularly and renewed every five years as the community envisions new goals. The priority initiatives and projects in the SC Plan should improve the livability of community places -- residential, commercial, or other public or private properties - and create new work, retail, recreational and housing opportunities for residents. These projects should also reduce the environmental impact of the community through water and energy resource conservation and management strategies. In this way, the Plan can be a road map for local stakeholders as well as State agencies to work together to create a more a sustainable and livable community.

##### **A. Supporting existing communities & reducing environmental impacts.**

**(1) A community's approach to Smart Growth generally includes two inter-related areas of focus: encouraging reinvestment and growth in existing communities; and, discouraging growth that degrades natural resources, and farms and rural landscapes. Broadly describe your jurisdiction's Smart Growth approach and any significant accomplishments made over the last decade or so. (Answer Space 4,000 characters)**

Middletown's Comprehensive Plan Goals are laid out as the following:

- A. Provide for Quality Living Environment
- B. Protection of Important Natural Resources and Historic Landmarks
- C. Encouragement of Sound Economic Base, and
- D. Manage and Sustain Middletown's Future Growth

Specifically, those goals include:

- Preserve and promote quality residential developments with adequate provision of public facilities and services and explore opportunities for safe and affordable housing.
- New development should be directed to designated development areas and shall be encouraged only where it can be served by existing or planned public improvements.
- Require that the adverse impacts on the built and natural environment from development, including the impact on provision of public utilities, be minimized.
- In looking towards the future, the Town will strive towards sustainable living and planning.
- Historic Preservation is "greener" than new construction.

Municipal Element:

- Overriding concepts behind Middletown Comprehensive Plan are: for Town of Middletown to be the focus for development which takes place in the Region;
- And, that Middletown remains an identifiable and distinct community.
- Municipal Plan coincides with Frederick County Comprehensive Plan's "Community Growth Area". This concept prescribes that development should be located in and around existing communities where public facilities and services are in place to efficiently serve new development, and where these communities already have a sense of identity and community focus.

Open Space District:

- Middletown's primary tools for protecting natural resources are the Open Space zoning district and specific restrictions applied during the subdivision review process.
- One of the purposes of the Open Space district is to preserve natural resources, and prevent erosion and limit development on excessive slopes and floodplains.
- A wellhead protection policy has been adopted to protect water resources, and land has been acquired around wells and springs outside town limits to protect groundwater resources.

#### **IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(2) Describe any major investments in community infrastructure -water, stormwater, sewer, sidewalk, lighting, etc. -- that must be undertaken in order to improve the readiness or competitiveness of the proposed SC Area for private investment and compliance (if applicable) with TMDL regulations. Addressing the stormwater during redevelopment can reduce the pollution entering our streams and contribution to the restoration of the Chesapeake Bay. Investments in infrastructure, generally, can be an important catalyst for new private investment in the community. (Answer Space 4,000 characters)**

There are a couple of major infrastructure improvements necessary to improve the readiness and competitiveness of the SC Area. They are:

1. Main Street Waterline Replacement – The existing waterline along Main Street is the original waterline installed in 1893. To meet the existing requirements for fire protection with sprinkler systems, an upgraded line is required.
2. Stormwater Management Improvement – The existing storm drainage system predates 1900. Much of this system is the responsibility of SHA's, but is critical to address not only the conveyance of stormwater, but the quality aspect. The downtown properties are required to comply with the State, County and Town regulation on stormwater management. One proposal that the Town is pursuing is the construction of a regional storm water management facility for the downtown. The downtown is unique in that it all drains to one location, Tanner Run, which connects to Wiles Branch Creek. The Town has been working with MDE to develop a regional facility that, if constructed, would provide storm water waivers to commercial development in the downtown. With the Town's unique drainage to one point, Tanner's Branch, the Town, SHA, and properties owners can work together to develop a plan to help everyone, including the Chesapeake Bay.
3. Installation of Natural Gas in Downtown – Middletown is developing a thriving restaurant business. The need for natural gas as an affordable and clean energy for use by businesses is critical to our continued growth. Currently the primary source of heating is oil and/or electric. The primary source for commercial cooking is propane. The Town would not consider the lack of natural gas as a barrier, but having the availability of natural gas does substantially reduce the cost which would promote the development in the downtown. Since natural gas lines are buried, the need for deliveries of heating oil and propane would not be necessary and would improve traffic and safety in the downtown. Natural gas is also less expensive and more environmentally friendly.
4. Sidewalk/Streetscape Improvements – With the increase in pedestrian traffic from patronage of restaurants, improved sidewalk conditions are critical. Since Main Street is a State Route, Old National Pike (US Alt. 40), many years of overlay have developed some dangerous elevations changes between the sidewalk and roadway. The only way to address these appropriately is in conjunction with the reconstruction of the road and storm drainage system.
5. There are issues with the layout of one of the municipal parking lots in terms of public safety. The Town has design plans to renovate the parking lot and also add additional spaces so that the downtown has more parking spaces available.

#### **IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(3) Describe policies, initiatives or projects that the community will undertake or expand in order to reduce the SC Area's impact on the environment. Examples include but are not limited to: conservation or management of stormwater through retrofitting of streets and by-ways (Green Streets, rain gardens, etc.); retrofitting of facilities and homes for energy conservation; implementation of "green" building codes and mixed-use zoning; recycling of waste; clean-ups of watersheds; and, encouragement of "Buy Local" approaches that benefit local suppliers and food producers. A comprehensive menu of such actions may be found through the nonprofit Sustainable Maryland Certified initiative. (Answer Space 4,000 characters)**

- Town's land use plan has an opportunity to mitigate non-point source pollution through concentration of growth in appropriate areas and the use of best management practices, including opportunities within the SC Area.
- Watershed restoration projects in the SC Area have included stream buffer protection, stream bank restoration, and rain gardens.
- For the past four years, Middletown, through a partnership with the Interstate Commission on the Potomac River Basin (ICPRB) and the Chesapeake Bay Trust, has received grants for the purchase of rain barrels at a reduced cost to its residents. The rain barrel program has been very successful and well received by the town's residents.
- Following an extensive project in 1992-1993, and then again in 1997 and 2002, Inflow & Infiltration (I&I) was substantially reduced in the Town's sewage collection system. Town conducts I & I studies and corrective construction on a 5-year rotating basis and has identified additional I & I work over the next 10-20 years in the Capital Improvements Program budget.
- A new commercial zoning district called the MB-Mixed Business District was established in the Town's zoning ordinance in 2004. The MB district is intended to provide a park-like setting for a community of small to medium sized businesses on a planned tract of land. Unlike other commercial zoning districts, this district includes more specific performance standards that must be adhered to in the zoning ordinance; zoning district is not yet reflected though on zoning map of the Town.
- Factors such as location of commercial development in relation to surrounding uses and standards for various commercial zoning districts in the Town ordinance will be considered during future annexations and rezoning requests as the Town addresses need for additional commercial zoned acreage to meet consumer needs of growing population.
- Participation in County recycling program and municipal yard waste program. Curb side recycling program is now a single-stream program with 65-gallon containers that are picked up bi-weekly and contracted by Frederick County. Recycling material includes glass, paper, cans, cardboard, newspapers, magazines, books, aluminum foil, juice cartons and most plastic. The curb side yard waste program involves one day a week, seasonal pick up of grass clippings, and leaves.

Also, the town does have a farmer's market that sets up in a church parking lot on Thursday afternoons. It brings local farmers, artisans and craftspeople together from May thru October.

**IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(4) Which community groups or stakeholders will be key to the implementation of the initiatives and projects noted in this section?** *(Answer Space 4,000 characters)*

Stakeholders that are key to the implementation of the initiatives and projects noted in this section are the Burgess & Commissioners, the Town Administrator, Town Engineer, the Town's Public Works department, and the Staff Planner, all with the help of the town's citizens. There will be opportunities to involve both individual local citizens and groups, such as Boy Scouts, Lions Club, local churches, etc. in implementing clean-ups, tree-planting, etc.

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#### **IV. SUSTAINABLE COMMUNITY ACTION PLAN**

##### **B. Valuing communities and neighborhoods -- building upon assets and building in amenities:**

**(1) What are the key assets that exist in the community upon which the Plan's projects and initiatives will build? Assets may include physical assets such as parks and historic structures and also civic and economic assets such as employers, educational institutions, and cultural organizations and activities. (Answer Space 4,000 characters)**

- The National Register Historic Districts within the Town are one of the three components that make up the SC Area. They include a collection of buildings dating to the 1700's. Houses and commercial buildings are in good condition, with very few vacant buildings. The Town and Main Street Middletown encourage property owners to take advantage of a newly passed local ordinance for tax credits for improvements made to commercial properties, as well as applying for state tax credits through the Maryland Historical Trust. Main Street Middletown's Design Committee is currently putting together a design guideline book (based on the Secretary of Interior's Guidelines for Rehabilitation of Historic Properties). The publication will be available to citizens in an online format or a printed version for a small fee.
- Roads within the SC Area are generally in good condition. Main Street (Rte. 40A) and Church Street (Rte. 17) are State roads – the remainder are town roads.
- There are several alleys (narrow streets) that connect Main Street with Green Street and Washington Street, creating potential to connect the Main Street commercial areas with the commercial and residential uses on those parallel streets. These are an asset that can be enhanced to increase the pedestrian-friendliness of the downtown area.
- There are multiple parks in the SC Area. They provide opportunities for active recreation – such as baseball, basketball, and tot lots, as well as walking trails.

#### **IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(2) What policies, initiatives or projects will reuse or enhance the historical assets, traditional business districts/Main Streets and cultural resources of the community? What actions will reinforce your community's authentic "sense of place" and historic character? (Answer Space 4,000 characters)**

Historical assets:

- One goal listed in the Middletown Comprehensive Plan is the protection of important natural resources and historic landmarks.
- Town works with the Main Street program to encourage preservation of unique or historic resources and also to encourage tourism through promotions such as the MD Heritage Preservation and Tourism Program, and the Civil War Trails Area.
- Town's greatest historical asset is that of its role during the Civil War. Middletown is part of the Heart of the Civil War Heritage Area, which stretches across all of Frederick County and part of Carroll and Washington Counties and provides recognition and funding for places whose history is intertwined with the Civil War. The Heritage Areas program encourages communities to identify, protect, and promote their unique heritage and to capitalize on that heritage through economic development tourism initiatives. Town endorses the MD Heritage Areas Authority's Management Plan for the Heart of the Civil War Heritage Area. As part of Heritage Area, a Target Investment Zone (TIZ) has been designated in Middletown.
- Main Street Middletown has secured a Heritage Area grant to research and fabricate new interpretative exhibits about Middletown's Civil War heritage.
- Town is also a part of the Journey Through Hallowed Ground National Heritage Area which roughly runs down US15 and includes swaths to the east and west of US15 that have historical significance.

Main Street:

- Town is involved with the MD National Road Corridor Partnership Plan—Advisory Group. Town's Main Street Manager and Staff Planner are members of Advisory Group.
- Town continues to work with Central Maryland Heritage League (CMHL) to provide support for tourism in Middletown. Central Maryland Heritage League is a non-profit agency whose focus is preserving farmland, historic sites, and developing a cultural center. CMHL has worked with other State agencies to acquire property for preservation such as: Lerch's Property, Iron Brigade Field, Dahlgren Chapel and the Lamar House. The Lamar House has already been designated as the Reception Center for the South Mountain Battlefield Tour. Central Maryland Heritage League has offered property it owns in Middletown to the Town to provide additional parking that will be necessary with the increase in tourism.
- Middletown and MD State Highway Administration completed a Streetscapes Concept Plan for the town in October 2000. Design goals were to improve highway infrastructure, introduce more pedestrian amenities and create an attractive and unified appearance. The project is now being re-established with funds awarded for the design phase.
- Middletown also works with the Middletown Historical Society. The Town and Main Street Middletown are partnering with the Central Maryland Heritage League and the Middletown Valley Historical Society to produce new interpretative materials for the Commemoration of the Ransom of Middletown. These new interpretative materials consist of an indoor, 4-panel, pop-up banner display, an exhibit case built exclusively to house the historical artifact of the Ransom Note, an outdoor exhibit panel describing life in Middletown during the Civil War, another outdoor exhibit panel that is 2-sided featuring almost life-size images of Civil War soldiers with the historical images of the Town as a backdrop, and a brochure that will be a companion piece to the outdoor exhibit signs. Main Street Middletown secured funding for this project through the Maryland Heritage Area Authority and in partnership with the Town and private donations. The Town works with the Middletown Valley Historical Society to help support its mission of preserving and interpreting the Middletown Valley history. The Town brings in approximately 20,000 visitors each year to its Heritage Festival which focuses and celebrates an aspect of Middletown's history.



#### **IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(3) Describe policies, initiatives or projects that will increase community access to green spaces, parks and other amenities? A community can gain social and physical benefits from access to a healthy natural environment. The inclusion of complete streets, trails, green space, parks and trees contribute to the character and health of a community. Examples might include improvements to the tree canopy by planting street trees, improving local neighborhood streams, or reusing a vacant lot for a new community park or playground.***(Answer Space 4,000 characters)*

- Undeveloped lands around Middletown provide an opportunity for a shared path or greenway system. Greenways and paths would be located on a combination of stream valleys, public lands and existing public road right of way. Greenways would surround the town and connect with proposed county paths following the Catoctin Creek and following trolley lines from Myersville. Town will support coordination with Frederick County to encourage shared use path connections between Middletown and the City of Frederick, Myersville and along Catoctin Creek. During the subdivision review process, the Town will require dedication or reservation of land for potential greenway connections. It will be a long-term process as lands within the Town's Growth Boundary are annexed into the Town. Maps from the Town's Comprehensive Plan show built and future walkways and trails and the Town's 20-year Land Use Comprehensive Plan. The Town encourages its residents to enjoy the out-of-doors and recreational opportunities.
- A path is planned to connect the walkway on Cone Branch to a path starting from Route 40A to the Middletown Primary School and then onward to Remsberg Park; this pathway would connect Remsberg Park and Middletown Primary School to the Middle/High School complex and Middletown County Park. Some of the walkway is within the SC Area.
- Developed parkland resources available to residents consists of Municipal parkland, County parkland, and Board of Education land. In addition, several parcels within developments have been reserved as open space for recreational uses. Town has submitted engineering plans to the State for the extension of the linear park in Brookridge South & North Pointe (both are within the SC Area) and plans are under review.

**IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(4) Which community groups or stakeholders will be key to the implementation of the initiatives and projects noted in this section?** *(Answer Space 4,000 characters)*

There is a large task force in place for the SHA Streetscape project, and the Main Street Manager is involved with many of the historical and tourism groups that help support the initiatives within the SC Area.

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## **IV. SUSTAINABLE COMMUNITY ACTION PLAN**

### **C. Enhancing economic competitiveness**

**(1) What economic development policies, initiatives or projects will improve the economy through investments in small businesses and other key employment sectors? What economic development and business incentives will you build upon or implement as part of the SC Plan? Examples could include but are not limited to: green-taping for expedited project application review; permitting and inspection; job training; business tax credits; and, revolving loan funds. (Answer Space 4,000 characters)**

Middletown is a Main Street Community and as such, has a dedicated staff and volunteer organization whose mission is to help revitalize and strengthen the economic base of the Main Street area of Middletown. Main Street programs operate under a 4-Point program – organization, promotion, economic development, and design. Main Street Middletown is working closely with the Town and businesses to see what business owners feel they need help with and how to get them to those resources. For example, Main Street has been actively talking to business owners and noted that marketing with social media is a concern. Main Street is therefore working with the Small Business Development Center to sponsor lectures on social media marketing. This is but one example in how Main Street has worked to help promote Middletown's economic development. Other broader examples include business and social promotions that bring people to the downtown area, having an active design committee that works towards presenting a clean, safe, and inviting downtown experience. Maryland Main Street communities also have a Green Initiative that is implemented along with the traditional 4-Points of the Main Street Program.

There are two National Register Historic Districts within the Town of Middletown – one that comprises the original core housing and business district and the other district is the turn-of-the century residential suburban neighborhood. With many properties that are considered "Contributing" resources to these Historic Districts, the commercial properties are also eligible for State tax credits as well as federal tax credits for rehabilitation work that is performed to retain the historic character of the building.

Furthermore, the Town of Middletown, working closely with Frederick County, has enacted a Revitalization Area Rehabilitated Structures Tax Credit. This tax credit allows for a commercial structure to make any repair that increases the assessed value of the property to receive a tax credit. This Revitalization Tax Credit has a shelf-life; therefore its intention is to spur investment in the current commercial structures over the next few years.

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#### **IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(2) What workforce development policies, initiatives or projects will increase access to jobs and economic opportunity for residents in the SC Area? Do you have a goal for job creation? Are green jobs an opportunity in the jurisdiction or SC Area? (Answer Space 4,000 characters)**

The Town of Middletown and Main Street Middletown are working towards developing the economic stability of the downtown area and commercial areas on the edges of town by working to recruit small businesses to the area. We do not have a specific goal in mind for the number of jobs. Both the Town and Main Street Middletown would encourage environmentally sustainable businesses as well as businesses that have sustainable practices to operate here. To date, there are very few vacant buildings within the Middletown Main Street District, with a vacancy rate hovering around 3% at any given time. Instead, Main Street Middletown focuses on business retention; for example, participating in Business Appreciation Day, providing discounted advertising rates for printed publications, promotional events, inviting guest speakers to talk to the business community, and keeping the business owners informed of Town news. The Town has enacted a local ordinance that provides a tax credit for commercial property owners who make improvements to their properties.

While the vacancy rate is low, there is one, 7500 square-foot building that is currently empty. Main Street and the Town have been actively working to seek alternatives to either purchase the building through grant money or encourage the owner to improve the building. It has the potential, once rehabilitated, to add at least three new retail spaces, or more.

**IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(3) Describe whether the Sustainable Community will be impacted by the Base Re-alignment and Closure (BRAC) activities in Maryland. If impacted, how do the initiatives and projects in your Plan complement BRAC-related growth? (If not applicable, all ten points will be assessed based on answers to questions 1, 2, and 4) (Answer Space 4,000 characters)**

Middletown may be indirectly impacted by the Base Realignment and Closure (BRAC) if there are changes at nearby Fort Dietrick.

**IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(4) Which community groups or stakeholders will be key to the implementation of the initiatives and projects noted in this section? *(Answer Space 4,000 characters)***

The Town staff and elected officials will be key to promoting development that would create new employment opportunities.

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#### **IV. SUSTAINABLE COMMUNITY ACTION PLAN**

##### **D. Promoting access to quality affordable housing.**

**(1) What housing policies, initiatives or projects will expand housing choices - rental and homeownership -- for people of a range of ages, incomes, and also for disabled individuals? How will these actions address the current housing conditions and needs noted in Section II? (Answer Space 4,000 characters)**

In general, the supply of rental housing within the Town is concentrated within the SC Area, where traditionally single family buildings have been divided into more units, or apartment buildings have been created. The Town is working with developers to include a portion of a future housing project as affordable. This is a work in progress and no legislation has been passed. The Burgess and Commissioners are hoping to get an agreement with developers rather than enact requirements.

Aside from the new neo-traditional residential development of 81 homes which will be adjacent to the school complex and not far from the downtown, and a proposed 9-unit apartment building, there are only 8 lots of record within the SC area that have not been developed. All upper story apartments/units in the downtown area are occupied by owners/renters. Due to the fact that the new housing development will consist of smaller lots, it is hoped that the new dwellings will be suitable for workforce housing.

**IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(2) Will these housing initiatives or projects increase access to transit or community walkability and/or decrease transportation costs? In other words, will the housing investments result in more people living near work or town centers, or able to more conveniently reach work, school, shopping and/or recreation?** *(Answer Space 4,000 characters)*

The future housing project is located within the SC Area and is within a short walk to the downtown area and directly adjacent to the school complex.



**IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(3) What is your goal for of number of units to be created of affordable workforce housing, rental and homeownership? What populations (by income or special needs) will benefit from this increased access to affordable housing? *(Answer Space 4,000 characters)***

At this time, there are no specific goals to provide specific types of housing.

**IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(4) Which community groups or stakeholders will be key to the implementation of the initiatives and projects noted in this section?** *(Answer Space 4,000 characters)*

The Burgess and Commissioners would be the primary force to work out an agreement with the developers.

#### **IV. SUSTAINABLE COMMUNITY ACTION PLAN**

##### **E. Support transportation efficiency and access.**

**(1) What policies, strategies and projects are envisioned to strengthen the transportation network that affects the proposed SC Area? How will these initiatives support transportation choices (including walking, bicycling, bus or rail transit, and carpooling) or otherwise promote an efficient transportation network that integrates housing and transportation land uses? (Answer Space 4,000 characters)**

Transportation Objectives & Policies (taken from the Middletown Comprehensive Plan)

1. Middletown will continue to pursue identification and construction of a parkway, as well as alternative approaches to reducing through traffic along US Route 40-A. This includes participation by the Town in several ongoing studies being conducted by the Maryland Department of Transportation and the State Highway Administration.
2. The planned improvements to transportation system shall correspond to and support overall Municipal Growth Plan, including scaling of streets to foster community cohesiveness and provision of inter connected streets where possible.
3. Planned road improvements shown in Comprehensive Plan will be required to be provided during development review with an emphasis on construction and dedication over reservation. In addition, the development review process will consider transit, bicycle and pedestrian improvement requirements.
4. Middletown will consider alternative transportation proposals which reduce traffic congestion. This can include improvements to sidewalk systems, and pedestrian shared use paths, consideration of road design to include bicycle path lanes or wider shoulders, and the role the Town government may play in ridesharing/carpooling programs. Furthermore in recognition of the fact that US 40A has been designated as an existing or future bikeway by SHA, the Town could work to ensure that bicycle parking and other amenities and enticements are available to long distance bicyclists traveling between Central and Western Maryland and points west. The Town will look for grant monies to provide bike racks for bike parking in the Main Street business district. The Town's comprehensive Plan states that the Town should consider appropriate streets for bicycle lanes, or wider shoulders, and design those streets accordingly.
5. Town will require dedication or reservation of land during subdivision review for potential greenway connections.

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#### **IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(2) If applicable, describe the SC Area's connection or proximity to transportation centers (e.g. Metro, MARC, and light rail stations) and describe opportunities for Transit - Oriented Development (TOD). Will Plan strategies and projects contribute to jobs/housing balance or otherwise provide a mix of land uses that can be expected to reduce reliance on single-occupancy automobiles? (If transit or TOD is not applicable in your community, all points in this section will be based on questions 1 and 3) *(Answer Space 4,000 characters)***

There are no transportation centers within, or near, the Town of Middletown and thus no opportunities for TOD's.

**IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(3) Which community groups or stakeholders will be key to the implementation of the initiatives and projects noted in this section?** *(Answer Space 4,000 characters)*

Stakeholders that are key to the implementation of the initiatives and projects noted in this section are the Burgess & Commissioners, the Town Administrator and Town Engineer, the Town's Public Works department, the Middletown Planning Commission, and the Staff Planner.

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## **IV. SUSTAINABLE COMMUNITY ACTION PLAN**

### **F. Coordinating and Leveraging Policies and Investment**

**(1) What specific steps will the Sustainable Community Workgroup take to coordinate policies and funding streams to remove barriers to investment and maximize and increase funding in the proposed Sustainable Community Area? (Answer Space 4,000 characters)**

The Workgroup will make recommendations to the Burgess and Commissioners to implement legislative items to remove barriers to investment and increase funding in the SC Area. Examples would be the establishment of additional property tax incentives and increased priority funding of capital improvements within the SC Area. The Workgroup will continue to make recommendations to the Burgess and Commissioners on a yearly basis to allow for flexibility to address changes in the SC Area needs and other economic and environmental issues that may arise over time.

**IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(2) How is the proposed Sustainable Community Plan consistent with other existing community or comprehensive plans?** *(Answer Space 4,000 characters)*

The proposed Plan is consistent with the Town's Comprehensive Plan in its goals of improved health of the environment, economic vitality and increased livability of the local communities.

**IV. SUSTAINABLE COMMUNITY ACTION PLAN**

**(3) How will the Plan help leverage and/or sustain more private sector investments?** *(Answer Space 4,000 characters)*

The town has had many projects that have used multiple funding sources in the past including federal, state, local and private funds and has been successful in leveraging private sector investments. Those efforts will be continued in the future with the help of the Plan which succinctly identifies the Town's goals.



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## **V. PROGRESS MEASURES**

**For the Plan parts of section IV (A through F):**

**(1) List the specific outcomes that the Plan seeks to produce. (Answer Space 4,000 characters)**

1. Replacement of aging water system infrastructure in the downtown area of Middletown.
2. Improvements to stormwater systems throughout Middletown.
3. Improvements to sidewalks in the downtown area of Middletown.
4. Improvements to municipal parking lots in the downtown area of Middletown.
5. New businesses established in the downtown area of Middletown.
6. Decrease in commercial vacancy properties in the downtown area.
7. Development of a greenway system around the Town.
8. Development of a pedestrian shared-use path from the Primary School to the Elementary/Middle/High Schools complex.
9. Addition of bicycle parking in the downtown area of the Town.

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## **V. PROGRESS MEASURES**

**(2) And, list the specific benchmarks that will be used to measure progress toward these outcomes. (Answer Space 4,000 characters)**

1. The number of miles of water mains replaced.
2. The number of storm drains replaced.
3. The number of miles of sidewalks replaced.
4. The number of new parking spaces added.
5. The number of new businesses established in the next 5 years.
6. The number of new miles of greenway trails established.
7. The number of miles of shared-use paths created.
8. The number of new bicycle racks added.
9. The number of building owners taking advantage of the façade improvement or building maintenance funding opportunities.
10. Comparison of existing and potential commercial square footage in the SC Area with occupied commercial square footage after two years in the program.
11. Wayfinding signs – establish location and design element, coordinated with design of the Streetscape plans. Apply to potential funding sources, set target date for installation.

**REPLACE THIS PAGE WITH**  
**LOCAL GOVERNMENT SUPPORT**  
**RESOLUTIONS**

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**SUSTAINABLE COMMUNITY APPLICATION  
DISCLOSURE AUTHORIZATION AND CERTIFICATION**

The undersigned authorizes the Department of Housing and Community Development (the "Department") to make such inquiries as necessary, including, but not limited to, credit inquiries, in order to verify the accuracy of the statements made by the applicant and to determine the creditworthiness of the applicant.

In accordance with Executive Order 01.01.1983.18, the Department advises you that certain personal information is necessary to determine your eligibility for financial assistance. Availability of this information for public inspection is governed by Maryland's Access to Public Records Act, State Government Article, Section 10-611 et seq. of the Annotated Code of Maryland (the "Act"). This information will be disclosed to appropriate staff of the Department or to public officials for purposes directly connected with administration of this financial assistance program for which its use is intended. Such information may be shared with State, federal or local government agencies, which have a financial role in the project. You have the right to inspect, amend, or correct personal records in accordance with the Act.

The Department intends to make available to the public certain information regarding projects recommended for funding in the Sustainable Community Plan. The information available to the public will include the information in this application, as may be supplemented or amended. This information may be confidential under the Act. If you consider this information confidential and do not want it made available to the public, please indicate that in writing and attach the same to this application.

You agree that not attaching an objection constitutes your consent to the information being made available to the public and a waiver of any rights you may have regarding this information under the Act.

**I have read and understand the above paragraph. Applicant's Initials:** \_\_\_\_\_

Anyone who knowingly makes, or causes to be made, any false statement or report relative to this financial assistance application, for the purposes of influencing the action of the Department on such application, is subject to immediate cancellation of financial assistance and other penalties authorized by law.

The undersigned hereby certifies that the Sustainable Communities Plan or Project(s) proposed in this Application can be accomplished and further certifies that the information set herein and in any attachment in support hereof is true, correct, and complete to the best of his/her knowledge and belief.

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Authorized Signature

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Print Name and Title

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Date